




STATE OF ARKANSAS  
**Department of Finance  
and Administration**

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**MEMORANDUM**

TO: All State Agency Directors, Boards, Commissions and Institutions of Higher Education

FROM: Richard A. Weiss, Director 

SUBJECT: "Emergency Paid Leave" and "Disaster Service Volunteer Leave"

DATE: February 14, 2008

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Governor Beebe issued Executive Order 08-06 on February 14, 2008 authorizing up to 40 hours of "Emergency Paid Leave" for those State employees who suffered loss of, or substantial damage to, their principle place of residence due to the tornadoes on February 5, 2008.

Affected employees who require additional time off beyond 40 hours of "Emergency Paid Leave" may submit requests to utilize earned leave subject to review and approval or disapproval of the agency director/institution head.

Employees requesting leave to provide volunteer disaster assistance may be eligible for "Disaster Service Volunteer Leave" in accordance with Arkansas Code Annotated 12-85-101 et al. An employee of a state agency or an employee of a state-supported institution of higher learning who is trained and certified by the American Red Cross, whose specialized disaster relief services are requested by the American Red Cross in connection with a disaster, and who obtains consent from the chief executive officer of his or her state agency or state-supported institution of higher learning may be granted leave from work with pay for not more than fifteen (15) working days in any calendar year to participate in specialized disaster relief, without loss of seniority, pay, annual leave, sick leave, compensatory time, offset time, or overtime wages.

- a) The State agency shall compensate an employee granted leave under this section at the employee's regular rate of pay for those regular work hours during which the employee is absent from work.
- b) Leave under the "Disaster Service Volunteer Leave Act" shall be granted only for disaster relief services occurring within the State of Arkansas or for disaster relief services occurring within states contiguous to the state of Arkansas.
- c) An employee on "Disaster Service Volunteer Leave" shall not be deemed to be an employee of the State of Arkansas for purposes of workers' compensation.

Employees who are not "Certified Disaster Service Volunteers" pursuant to ACA 12-85-101 may submit earned leave requests subject to review and approval or disapproval of the agency director/institution head.

February 14, 2008

Page -2-

Your cooperation in this disaster relief is important as we strive to maintain a proper balance between employee needs and essential government operations during this period of recovery.

Those employees utilizing "Emergency Paid Leave" should complete the "Other" (PROL) type of leave on their leave slips and specify it as Governor's Proclamation Leave. Those employees assisting with relief efforts would code their leave as "Disaster Service" (DSTR)

A copy of the Executive Order is attached. If you have questions, please contact Kay Barnhill Terry, State Personnel Administrator, at 682-1823 or your Personnel Representative at 682-1753.

RAW

Attachment

**STATE OF ARKANSAS**  
**EXECUTIVE DEPARTMENT**

**PROCLAMATION**

EO 08-06

TO ALL TO WHOM THESE PRESENTS COME -- GREETINGS:

**EXECUTIVE ORDER ALLOWING STATE EMPLOYEES EMERGENCY PAID LEAVE**

WHEREAS: Severe weather conditions, including violent tornadoes and damaging high winds, occurred in this State on February 5, 2008; and

WHEREAS: A number of employees of the State of Arkansas were adversely affected by these destructive weather conditions and are in dire need of emergency leave time to respond to the resulting damage and injuries caused by these weather conditions; and

WHEREAS: It would be in the best interest of the State of Arkansas, and would promote the efficient operation of state government, to allow these state employees emergency paid leave to address the losses inflicted in the wake of these storms;

NOW, THEREFORE, I, MIKE BEEBE, Governor of the State of Arkansas, acting under the authority vested in me, do hereby order and commission the following:

1. This Executive Order is issued pursuant to Article VI, Section 2 of the Arkansas Constitution, and Ark. Code Ann. § 12-75-114(a), (b), and (e).
2. There is hereby granted emergency paid leave, not to exceed forty (40) hours, to those state employees who suffer the loss of, or substantial damage to, their principal place of residence due to the tornadoes, high winds, rain, and other weather conditions that occurred on February 5, 2008.
3. All agency supervisors or directors whose employees use this emergency paid leave shall maintain records of the amount of emergency paid leave claimed, for use by the Department of Finance and Administration.
4. Nothing in this Executive Order shall prohibit or prevent the additional use of earned leave time by a state employee, over and above the amount of emergency paid leave granted herein.
5. The provisions of this Executive Order shall not apply to the members of the legislature, or to any employees of, or positions in, the legislative branch of Arkansas state government; the Justices of the Supreme Court, Judges of the Court of Appeals, Judges of the Circuit, Chancery, or Circuit/Chancery Courts, Judges of the inferior courts, or to any employee of, or position in, the judicial branch of Arkansas state government; officers, employees, and academic personnel of state institutions of higher education; elected officers of the State and any employee of the offices of the Governor, Lieutenant Governor, Attorney General, Secretary of State, State Auditor, Land Commissioner, State Treasurer; and members of the staff of multi-member boards, commissions, or committees, whether the members thereof are elected or appointed by the Governor or other authority, serve ex-officio, or are otherwise chosen; employees of the Arkansas Highway and Transportation Department and the Arkansas Game and Fish Commission; provided, however, that any agency, department, board, commission, or office of state government exempted as herein above-stated may voluntarily agree to be covered by the provisions of this Executive Order.
6. If any part of this Executive Order is found to be invalid or unenforceable, the remainder shall remain in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Arkansas to be affixed at the Capitol in Little Rock on the 14th day of February, in the Year of our Lord 2008.



  
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MIKE BEEBE, GOVERNOR

  
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CHARLIE DANIELS, SECRETARY OF STATE